



**Indiana Supreme Court  
Division of State Court Administration  
Adult Guardianship Office**

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**INSTRUCTIONS FOR COMPLETING THE  
ADULT GUARDIANSHIP OFFICE'S 2015 ANNUAL FINANCIAL  
REPORT**

*Please help us by reading these instructions carefully.*

- The Report for each program is at least 3 pages in length. Use the tabs at the bottom of the form to navigate through the pages of the Report. The tabs are labeled: **Introduction, Financial Report p.1, Financial Report p. 2, and Additional Personnel.**
- **Introduction Page:** Please be sure to complete this page in its entirety. When you complete your program's information on this page, it will automatically populate to the rest of the Report. If you need to provide us with additional information to clarify anything in your Report, there is a space on this page for you to do so labeled "Notes."
- **All Financial Report Pages Will Auto-Calculate**
- **Financial Report p.1:** There are two columns for you to complete on this page—the 2015 budgeted amounts, and the 2015 actual income amounts. You will only complete the yellow boxes on this form; the gray areas are locked. In column one (2015 Budget), you will enter the amount your program budgeted for each line item. This will be the case for the rest of this page—budgeted amount vs. actual income. **Financial Report p.2:** This page is asking for your 2015 **expenses**. Like the first page of the Financial Report, please list your 2015 budgeted amount for expenses, and then in the second column, your 2015 actual expenses.
- **Additional Personnel p.2a and p.2b:** Please use these pages **only** if the number of your staff exceeds 4 and all of the information cannot be listed on p.2 of the Financial Report.
- **Please email your completed Financial Report to Erica Costello at [erica.costello@courts.in.gov](mailto:erica.costello@courts.in.gov) no later than Friday, June 24, 2016. When you email the form to our office, please leave the form in its current format, and send the form in its entirety (you do not have to send each page separately; when you save the document, all of the pages will be saved as one attachment).**